

SUBCONTRACTOR PERSONNEL SITE POLICIES

Revised: 03/06/2013
Duties and Responsibilities

A. START OF SHIFT

1. Each person shall check-in with the JPL Office of Protective Services (OPS) console every two hours, before and after each round during the shift.

During winter months, the **swing shift** shall then check the Light Code Sign at the Astronomers office in the TM-17 hall and call Mountain High Resort (refer to Mountain High Resorts lighting section).

2. If for any reason you cannot be on time for your shift or cannot work your shift, call the STM first, then his/her alternate. They will contact the person you are relieving. Call as soon as you know you will be late or cannot work this will enable management to staff your shift in a timelier manner.
3. If your relief person does not arrive on time and you have not been contacted, call the STM first, then his/her alternate.
4. Check-in with OPS will be made using the commercial phone lines (760-249-3650) by dialing 9-1-818-354-3530 or use speed dial.
5. Answering the operations phone, signing in visitors, receiving deliveries and contractors, checking for visitor clearances and assisting in the viewing of the TMF Hazard Orientation Video with documentation for first time visitor can happen anytime during the shift. A gate beeper is to be worn at all times.

B. SECURITY ROUNDS

Rounds have priority over **daily** tasks. Some exceptions may be made during storm conditions (see list of button locations for responsibilities during rounds).

C. ACTIVITY LOG

The activity log at TMF will be maintained in an accurate manner. Make comprehensive entries of all activities: arrival/ departure of all persons coming and going from the site, reasons for being "on site," all phone calls made/received, start/end of shift (with forecast and hour of update during winter). **No personal comments or remarks are to be written amongst the shift entries.**

D. NORMAL OUTSIDE ACTIVITIES

Required to wear a personal alert button at all times.

E. SNOW PLOWING ACTIVITIES

Ensure ALL gates are open at first snowflake. The middle and TM-2 gates need to be opened and if you can clear the front gate in between rounds, the front gate can be closed. If it appears the county may not know it is snowing give them a call (listed below).

THE ORDER FOR BOBCATTING IS AS FOLLOWS:

1. ACCESS ROAD LEADING TO MOUNTAIN HIGH NORTH
2. TM-17 front parking areas
3. TM-19 upper garage, gas pump, trash can area.
4. TM-21 area
5. TM-28 in front
6. TM-12 do the road, if too deep, skip.
7. TM-17 back parking areas
8. TM-19 lower garage area
9. TM-29 area
10. Road to TM-2 and gate area
11. Dig out all fire hydrants
12. Dig out all water shut off areas
13. Dig out all doors and sidewalks

Ensure that the snow is pushed as far back as possible, dump it off a bank if there is one. DO NOT push snow toward garage roll up doors; it will crush them in. Push sideways to doors or shovel. Make sure you fill the bobcat full of gas and check the oil. Try not to leave it for the next shift.

F. VOICE MAIL

1. The phone with voice mail options is located on the maintenance desk. It is to be left on at all times. Check for messages any time the phones are left unattended. Do not erase any messages.
2. If the site is closed for snow removal or hazardous conditions, the phone message needs to be changed to reflect the situation by either by the CTM, his/her designated delegate, AND by their direction only.

G. WINTER MONTHS CALL IN AND TRAVEL

1. All Subcontractor personnel are to call TMF before leaving for the site when winter storms are predicted and/or there is a question about road conditions. The person on duty shall advise you regarding road conditions and predicted weather for the next 24 hours.

If you do not get a live person on the phone, leave name, time, phone number where you can be reached and stand by for further instructions on the voice mail. Call back periodically until you talk to a live person.

2. The following conditions may impact typical work schedules and create non-standard schedules. These schedules will be dictated by the CTM or his/her designated delegate to the STM.
 - a. Site “closed due to storm conditions”
 - b. Holidays
 - c. Emergencies (i.e. fire, earthquake, etc.)
 - d. Employee illness
 - e. Employee vacations

I. SUBCONTRACTOR SHIFT HOURS

1. DAY SHIFT- Normal workday Monday through Friday, 0700 to 1530 hours local, half hour break for lunch. Weekends/Holidays 0700 to 1500 hours lunch (lunch paid).
2. SWING SHIFT- 1500 to 2300 hours local (lunch paid).
3. GRAVEYARD SHIFT- 2300 to 0700 hours local (lunch paid).

NOTE: These are “typical hours,” may vary as conditions indicate.

J. SHIFT DUTIES

1. **ALL SHIFTS**- Inspection of the site and all buildings, weather permitting, will be made every two hours. Button station locations on site must be entered into the Guard I PIPE. Heaters, windows, doors, roofs, and all equipment will be checked, observed for integrity, failure, damage, malfunction, proper condition, and/or operation (Except TM-15).

Clean up after yourself and others in the kitchen/ lounge area of TM-17 when required. Check phone answering machine for messages. Check bedrooms for required cleaning, etc.

Check lights, heaters/AC, strip heaters (TM-17) for proper settings, or on/off depending on use requirements. Gates will be closed 24 hours per day.

Check heater settings in all buildings during winter months, keep all bathroom doors shut. Special science assist task will be addressed verbally or within notes. Be aware of unusual noises, temperatures, trash removal, or cleaning that may be required.

2. **DAY SHIFT-WEEKENDS AND HOLIDAYS-** Clean up after yourself and others in the kitchen/ lounge area of TM-17 when required. Check phone answering machine for messages. Check bedrooms for required cleaning, etc.

To be done daily:

Janitorial in TM-2: Clean bathrooms, low bay, restock paper supplies, soap, etc., and empty trash. Check heaters, buildings, and bathroom. Bathroom door closed

Janitorial in TM-12: Sweep out lower level, darkroom, and stairway. Clean bathroom, restock paper supplies, soap, etc., and empty trash. NOTE: Remember to keep the darkroom doors closed, that area and bathroom are heated to keep the water pipes from freezing.

Janitorial in TM-28: Dust mop and damp mop hallways, laboratories, restroom, storage room, and electrical room. Clean restroom, restock paper supplies.

Janitorial in TM-29: Clean bathroom, restock paper supplies, soap, etc. Empty trash. Damp mop floors. Wax and buff floors as needed.

The Working Supervisor will issue a weekly "Thing To Do" list every Thursday for the upcoming week. Painting or other outside work including window cleaning is usually done during day light hours (weather permitting).

In the summer months all lawn and yard work is done by the weekday swing shift and weekend day shift (watering, mowing, landscape, etc.). Exterior building maintenance will generally be done by day and swing shifts.

Log activities (see page 1 item C. 1).

3. **SWING SHIFT-** During winter months, after check-in with JPL, check status of "light code" and call Mountain High Resort (see Mountain High lighting procedure).

To be done daily:

Clean up after yourself and others in the kitchen/lounge area of TM-17 when required. Check bedrooms for required clean, temperatures, etc.

Keep garage (TM-19) floor, bathroom, and stainless steel sink, storerooms cleaned and straightened up. Clean woodwork, oil squeaky doors, and change out bad light bulbs. TM-19 (with the exception of the machine shop) belongs to the swing shift.

Janitorial in TM-21: Sweep out computer area, entrance way, and workshop area only. Do not go into the laser/darkroom areas unless requested to do so. Clean stainless steel sink area, bathroom, and empty all trash. Restock all paper supplies, soap, etc.

Janitorial in TM-27: Dust mop and damp mop computer floor, concrete floor in workroom and tile in entrance. Dust tabletops clean and restock restroom.

In the summer months, all lawn and yard work is done by the weekday (swing shift) and weekend (day shift) (watering, mowing, landscape, etc.). Exterior building maintenance will generally be done by day and swing shifts.

The weekly “Things To Do” list will be left in the maintenance office regarding any other work to be done or people to be arriving, etc. Check answering machine messages.

Log activities (see page 1 item C.1).

4. **GRAVEYARD SHIFT**- Clean up after yourself and others in the kitchen/lounge area of TM-17 when required. Check bedrooms for required clean, temperatures, etc.

To be done daily:

Janitorial in TM-17: Dust mop tile floors (buff and wax as required), hall, eating area, user offices, and entranceways, maintenance office. Sweep out utility rooms and mudroom, clean kitchen, restrooms, and eating area. Empty trash from all areas. Damp mop floors where needed. Check and clean woodwork for dirty handprints. Restock paper supplies, soap, etc. Vacuum and dust library and mailroom.

Janitorial in TM-1: Clean bathroom, restock paper towels, soap, etc., and empty trash. Sweep stairs and floor downstairs as required. Keep top and bottom stairwell doors closed. Check heater, bathroom door open.

The weekly “Things To Do” list will be left in the maintenance office regarding any other work to be done or people to be arriving, etc. Check answering machine messages.

Log activities (see page 1 item C.1).

K. FACILITY OPERATIONS MANAGER’S NOTE

All above items pertain to the safety, security, consideration, and responsibility for the site and the site personnel (as well as users). Lack of performance, recognition or adhering to these rules and regulations may be considered insubordination and may lead to disciplinary action with possible consideration for dismissal.